



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 NORTH UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, ALABAMA 36130-1410
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JAMES V. PERDUE
COMMISSIONER

REVISED
RE-ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION
EQUAL OPPORTUNITY EMPLOYER

JOB TITLE: Planning & Quality Assurance Specialist V **NUMBER:** 16-16
JOB CODE: Q5000 **DATE:** 3/10/17
SALARY RANGE: 83 (\$64,077.60 - \$97,766.40) **PCQ#:** 8801912
JOB LOCATION: Department of Mental Health
RSA Union Building
100 North Union Street
Montgomery, AL 36130-1410

MINIMUM QUALIFICATIONS: Master's degree in Public or Health Administration, Business Administration, Social Work, Special Education, Education, Psychology, Nursing, a Human Services Field, or Statistical Analysis/ Research. Extensive progressively responsible experience (72 months or more) in performing performance improvement (quality assurance, quality improvement, quality enhancement) work that encompasses some of the following: identifying measurable standards and best practices; developing policies, procedures, and protocols to promote best practices; monitoring procedures and protocols; creating action plans, auditing records and documentation, preparing quality documentation and reports by collecting, analyzing and summarizing information and trends. **Preference will be given to candidates performing these duties in a behavioral health setting.**

NECESSARY SPECIAL REQUIREMENT: Possession of, or eligibility for, license or certification, if required for the particular discipline

Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs.

KIND OF WORK: This is highly responsible professional and administrative work in developing, directing and coordinating the methodology and systems for evaluation, analysis and enhancement of the statewide quality assurance program for treatment and prevention of mental illnesses and substance use disorders. The employee in this position will be responsible for coordinating the Performance Improvement; developing, coordinating and providing in-service training and education programs reviewing policy standards and reports and making related recommendations to the Associate Commissioner, collaborating with the offices of mental illness community services and substance abuse

prevention and treatment services for development, implementation and evaluation of performance improvement processes. The employee will also be responsible for reviewing each facility's survey reports of all external licensing, certification and accrediting agencies, as well as, the quality assurance plans for mental illness and substance abuse service delivery. Supervision will be exercised over all MHSAS quality assurance/performance improvement activities at the state and community level.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Extensive knowledge of mental illness and substance use disorders programs and services. Considerable knowledge of licensing, certification and accreditation regulations. Knowledge of and skills implementing established quality management/performance improvement processes. Knowledge of Histogram and Pareto charts. Ability to establish and maintain effective working relationships. Ability to present ideas and recommendations in an effective manner. Extensive knowledge of English language to include good grammar and proper word usage both orally and in writing. Good analytical skills. Ability to use computer spreadsheets and databases. Ability to lead and conduct meetings in an efficient and effective manner. Ability to supervise employees working in the QA Office. Ability to conduct surveys, analyze results, and prepare summary reports.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

DEADLINE: Until Filled